

# Communicating with the Commission

If you wish to contact the North Carolina Real Estate Commission by phone, fax, mail or e-mail, please refer to the following information.

## North Carolina Real Estate Commission

### Mail

1313 Navaho Drive  
Post Office Box 17100  
Raleigh, North Carolina 27619-7100

### Telephone

919/875-3700

You will receive more prompt service if you use this directory when calling the Commission. If the automated telephone attendant answers your call, you may access the section or division shown in the "Access Code" column by dialing on your touchtone phone the number shown parenthetically ( ).

### Subject Access Codes

- Application form requests . . . . Receptionist (0)
- Real estate license renewals and record changes . . . . . Records Section (1)
- Complaints and legal matters (Consumer complaints/inquiries, pending cases/hearings) . . . . Legal Services Division (2)
- Education matters . . . . . Education Section (3)
- Real estate license qualifications and examinations . . . . . Application Section (4)
- Real estate firm licensing and licensing by reinstatement or reciprocity . . . . . Licensing Section (5)
- Complaint investigations and audits . . . Audits and Investigations Division (6)
- Administration, personnel matters and accounting . . . . Administration Division (7)
- Other matters . . . . . Receptionist (0)

### Interactive Voice Response

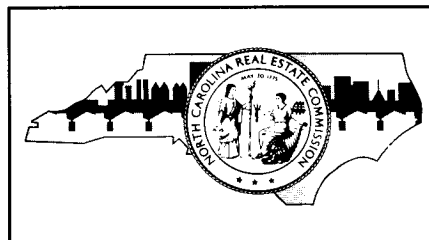
To retrieve licensee data (license status, CE credits, broker-in-charge information, etc.) from the Interactive Voice Response (IVR) system, use a touchtone phone to dial (919) 850-2753.

### E-Mail

- Executive . . . . . [exec@ncrec.state.nc.us](mailto:exec@ncrec.state.nc.us)
- Administration . . . . . [admin@ncrec.state.nc.us](mailto:admin@ncrec.state.nc.us)
- Education & Licensing . . [educ@ncrec.state.nc.us](mailto:educ@ncrec.state.nc.us)
- Audits & Investigations . . [ai@ncrec.state.nc.us](mailto:ai@ncrec.state.nc.us)
- Legal Services . . . . . [legal@ncrec.state.nc.us](mailto:legal@ncrec.state.nc.us)
- Records . . . . . [records@ncrec.state.nc.us](mailto:records@ncrec.state.nc.us)

### Internet

Web Site: [www.ncrec.state.nc.us](http://www.ncrec.state.nc.us)



"Visit" the Commission online - your easy access to Commission information. The Internet brings to your computer screen

licensing information including the License Law, Commission Rules, Trust Account Guidelines, State Fair Housing Act, general information and guides, sample forms and real estate licensing forms. Also, exam schedules and review dates as well as Commission publications including the *Bulletin* and *CE Schedule*, Commission brochure and the complete *Question and Answer Series*.

### Fax-on-Demand

The following documents are available from the various Commission Divisions/Sections by dialing on your touchtone phone (919) 850-2757.

Administration/Records	
Document #	
200	Request to Activate Broker or Salesman License, Notification of Salesman Supervision, Notification of Change of Broker's Business Address
210	Broker-in-Charge Declaration
220	Request for Reissuance of Real Estate License Certificate and/or Renewal Pocket Card
Education/Licensing	
300	Continuing Education Course Schedule
310	Publications Order Form
320	License Examination Schedule and License Examination Review Schedule
330	Basic Trust Account Procedures Course Schedule and Registration Form
340	Order Form for License Examination Candidate Roster/Order Form for Register of New Licensees
350	Verification of Salesman Experience
360	Request for Equivalent Education Credit

### Legal Services

- 400 Complaint Form
- 410 Criminal Conviction Reporting Form
- 420 Residential Property Disclosure Statement
- 430 Disclosure to Buyer From Seller's Agent or Subagent

### Other

- 500 1997 Commission Meeting Schedule
- 510 Request for Program Presenter